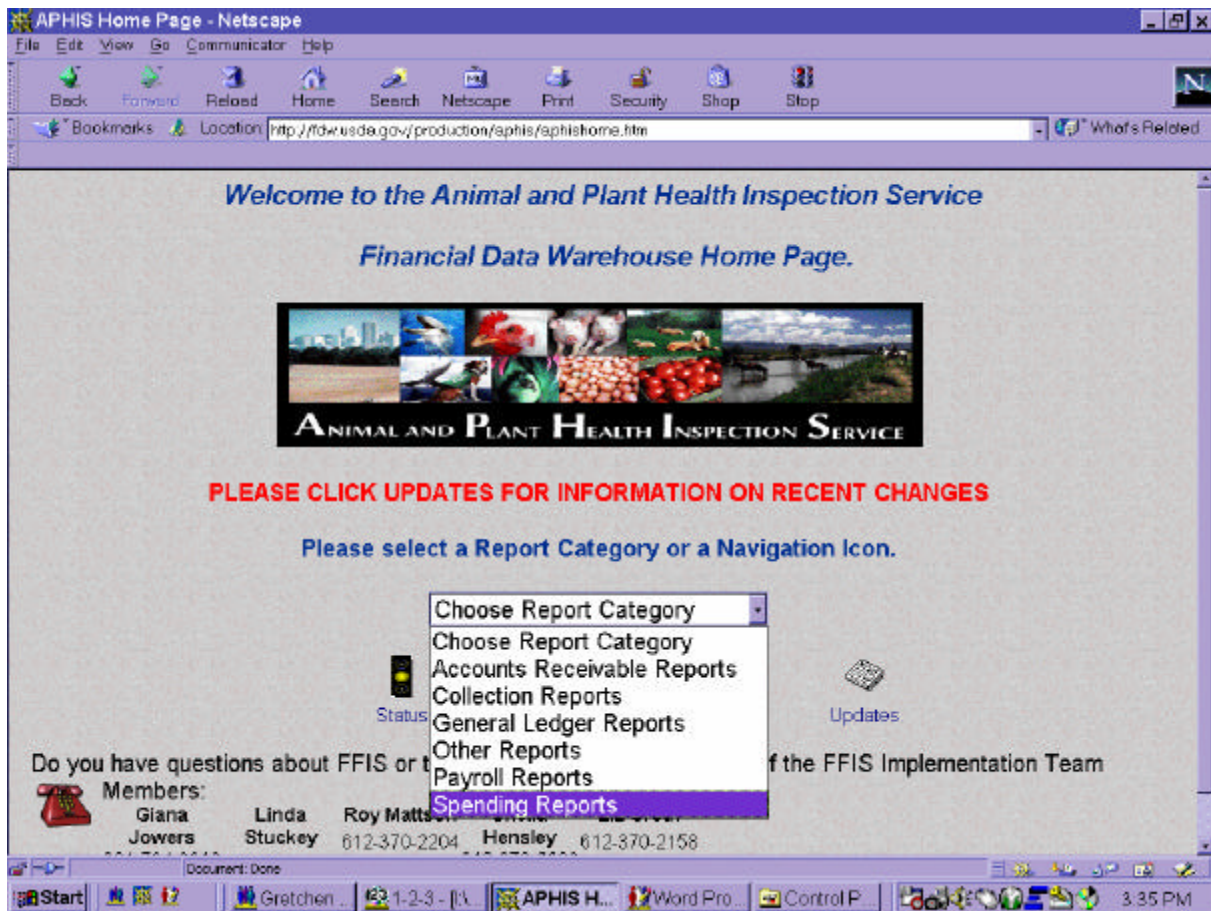


UNLIQUIDATED OBLIGATION HISTORY REPORT (UOH) INSTRUCTIONS

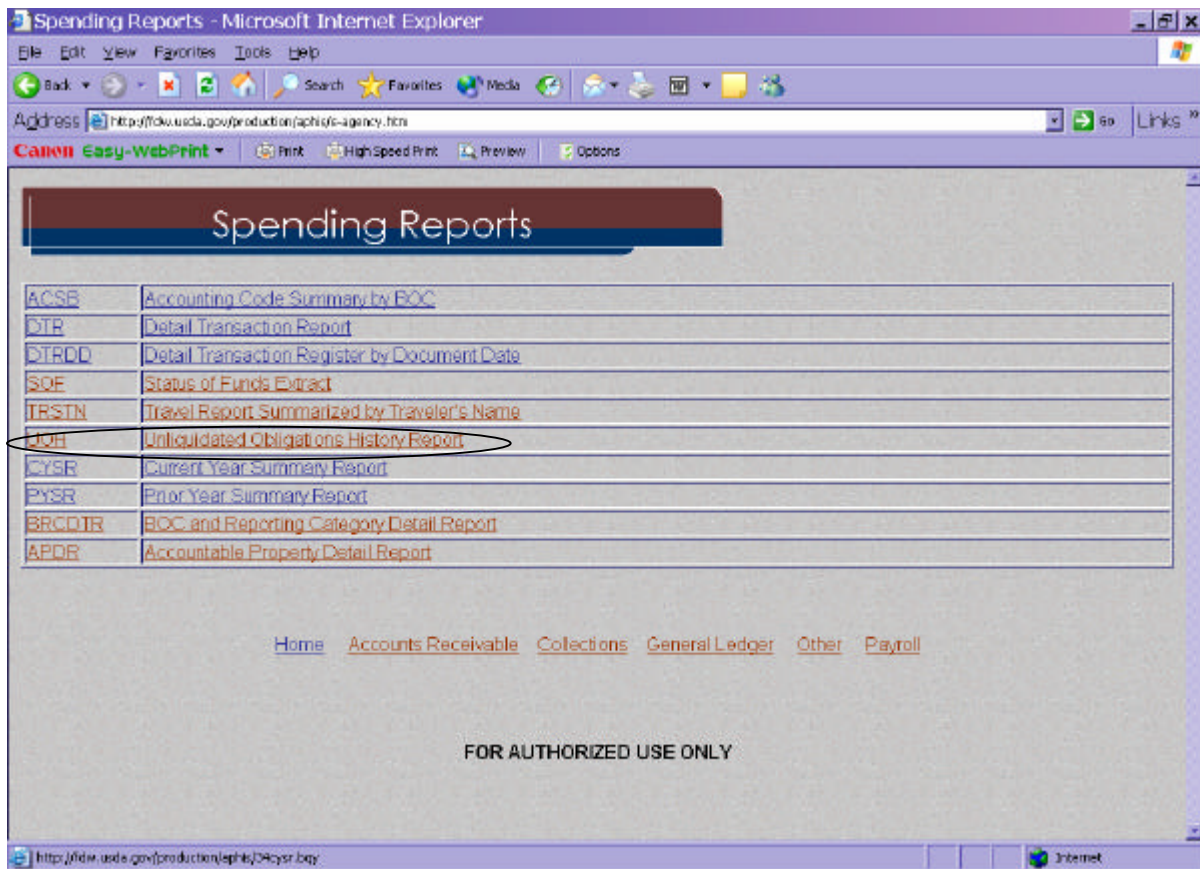
- Follow the instructions on accessing the web site using “INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE”.

Step 1:



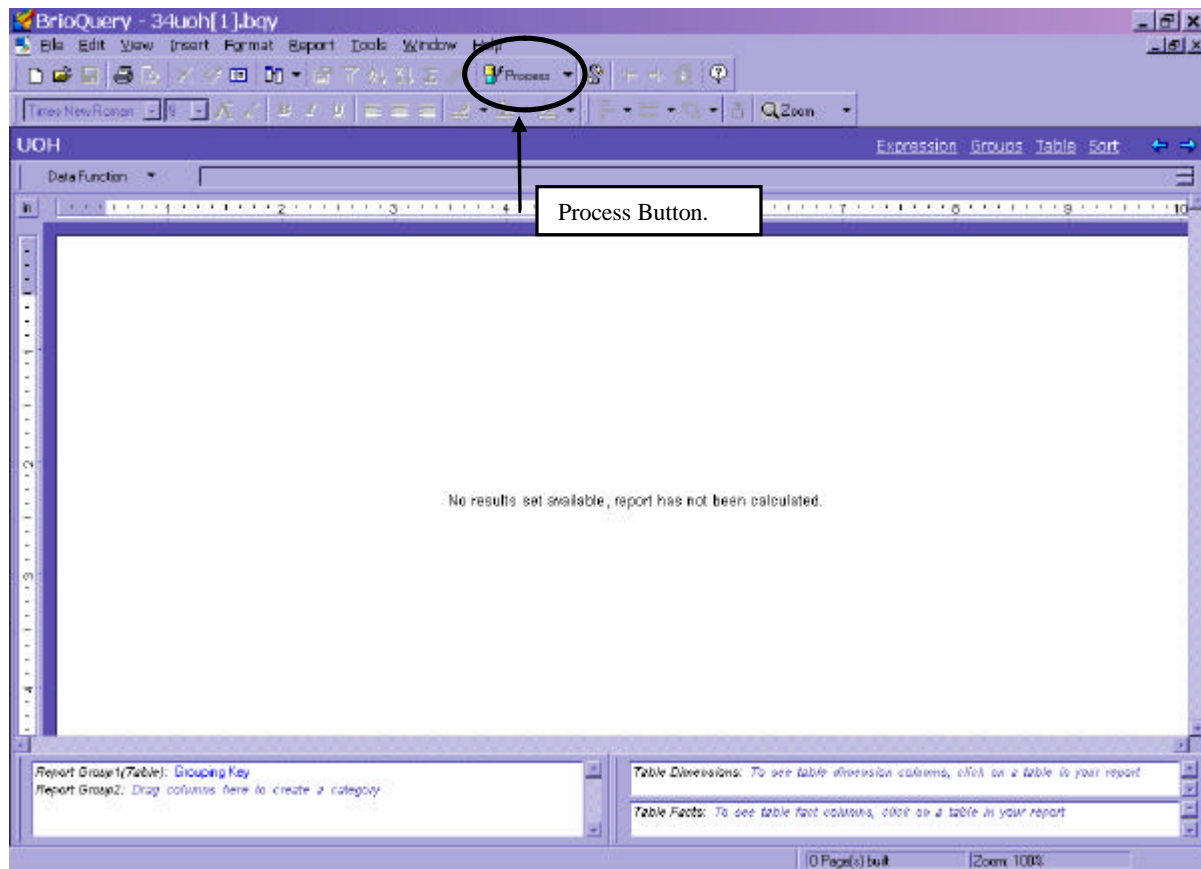
1. <Click> on “**Spending Reports**”. This is where the Unliquidated Obligation History Report (UOH) is located.

Step 2:



2. <Click> on the **Unliquidated Obligations History Report**. This will automatic load your Brio plug-in application. You will either have Brio Quickview or Insight.

Step 3:




3. <Click> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Netscape or Internet Explorer and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:



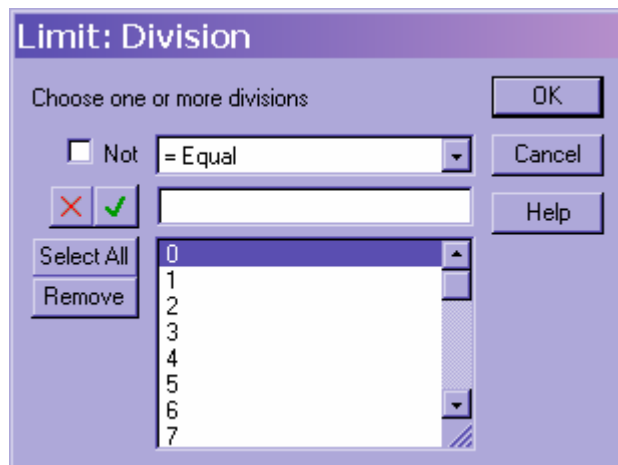
4. You will then have to connect to warehouse. At the “Host User” <type> in your **User ID number**. At the “Host Password” <type> your password for the Data warehouse. Press <enter> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:



5. **<Click>** on the the current Budget Fiscal Year. **<Click>** OK buttons. The report will bring in everything that has occurred from the Current Budget Fiscal Year and all Prior Budget Fiscal Years.

Step 6:



6. Select the division you are interested in. **<Click>** on the division, and **<click>** on the OK button.

Step 7:

Limit: Reporting Org 1

Select one or more Org Level 1 values(s) or <click> Ignore.

☒ Not = Equal

OK Cancel Ignore Help

Select All Remove

3301
3302
3400
3400
3403
3499
3500
3506

7. In reporting Org Level 1 <click> on your division or region. <Click> on the OK button.

Note: You can add organizations, or Org Level 1 if the one you need is not listed. Simply enter the 4-digit organization code in the box above the list of codes. Click on the check mark to select the organization. Click <OK>

Step 8:

Limit: Organization

Enter or select one or more organization(s) or <click> ignore

☒ Not = Equal

OK Cancel Ignore Help

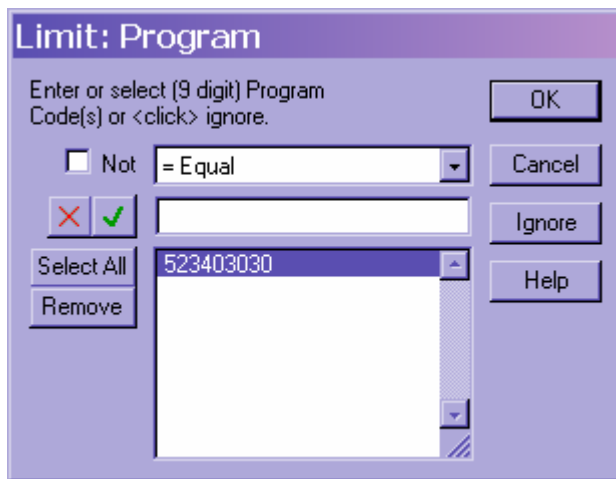
Show Values Custom Values Select All Remove

3202
3203
3301
3401
3403
3405
3408
3499

8. <Click> on the **Organization** and <click> on the OK button. (Middle 4 digits of the program (accounting) code.)

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 9:



9. <Click> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year.
<Click> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level if you are choosing more than one program code.

3/10/2004

Step 10:

BriloQuery - 34uoh[1].bqy

File Edit View Insert Format Report Tools Window Help

Times New Roman

UOH

Expression Groups Table Sort

RUN DATE: 01JUL04 09:19 AM
REPORT: UOH

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
UNLIQUIDATED OBLIGATIONS HISTORY
AS OF: January 15, 2004

Page 1

TC Doc ID	Reference Info	BFY Program	Date	Vendor Code	Vendor Name	Unliquidated Obligations	Expenditures	Remaining Open Amount
MO 03TR0300017	MO03TR0300017, STEER HEALTH	03 523403000	10/23/03	530196561 W	USDA GRADUATE SCHOOL INST	545.00	0.00	
TC/Document ID Total:						545.00	0.00	545.00
MO 03TR0300035	MO03TR0300035, MULTIPLE IWS	03 523403000	11/13/03	530196561 E	USDA GRADUATE SCHOOL	1,090.00	0.00	
PV 03TR0300097	060603, STEVENSON/US/44-16/03	03 523403000	06/02/03	530196561 E	USDA GRADUATE SCHOOL	0.00	-545.00	
TC/Document ID Total:						1,090.00	-545.00	545.00
MO 03TR0300016	MO03TR0300016, MULTIPLE IWS	03 523403000	04/25/03	530196561 I	USDA GRADUATE SCHOOL	545.00	0.00	
TC/Document ID Total:						545.00	0.00	545.00
MO 03TR0300017	MO03TR0300017, MULTIPLE IWS	03 523403000	04/25/03	530196561 I	USDA GRADUATE SCHOOL	2,725.00	0.00	
PV 03TR0300035	060603, STEVENSON, 602-460	03 523403000	07/16/03	530196561 I	USDA GRADUATE SCHOOL	0.00	-545.00	
TC/Document ID Total:						2,725.00	-545.00	2,180.00
MO 04TR0300062	MO04TR0300062, BLACKWELL	03 523403000	11/06/03	20530861 POA	BUREAU OF PULSED LIGHT	495.00	0.00	
TC/Document ID Total:						495.00	0.00	495.00
Report Total:						14,687.38	-1,090.00	4,310.00

Search Criteria:
BFY: 2000, 2003, 2003
Reporting Org 1: 3400
Reporting Org 2: 3400

DC: Wk340300.coe Server: DB2

3 Page(s)

10. You have successfully pulled up a UOH.

Reviewing the Unliquidated Obligation History Report

Description: This report is used to show what obligations have not been paid (unliquidated). An unliquidated obligation is an actual unpaid expenditure in the accounting system for services, supplies, travel, training, etc. Once a payment or invoice is processed through the accounting system and it references the original unpaid expenditure, it then becomes a paid expenditure. The report calculates the difference between the remaining balance of the original unliquidated obligation and the paid expenditure.

Exception: Type 40 purchase orders do not appear on this report. NFC is currently developing a specific report for the complicated 40 type purchase order process.

Elements: It currently shows transaction code (type of document), document ID, information used for reference, the budget fiscal year, the program code, date processed, vendor code and name. It will show all obligations that are not equal to zero or less expended amount. The report can be sorted by many of these several different elements. See the BRIO insight manual for instructions. This can be located on the internet at the following website:
http://www.aphis.usda.gov/mrpbs/systems/brio/brio_manual.html

Concerns: If you have a negative unliquidated obligation, this needs to be analyzed. This could be caused by a variety of actions taken. A) You may not have pulled all fiscal years and or accounting periods related to this obligation. B) A credit unliquidated obligation would also be created for a refund given by the vendor if the total unliquidated obligation was not more than the refund. C) It may have been caused by an accounting adjustment being processed against an unliquidated obligation. An accounting adjustment should only be performed on closed expenditures and the original feeder corrected for the unliquidated amount only.

De-obligations: After you have confirmed an obligation should be deobligated. You must request the action through the same channels you requested the original obligation.

Other resources: Currently available to assist you with analyses are:

- Obtaining the actual source document file
- FFIS tables: OBLH, OBLL, PVHT, and PVL
- Other Brio Reports: DTR, ACSB, PYSR and the CYSR
- Contacting the organization that created the document. For example, the Purchasing Team, Contracting Office, Agreements Management Team.
- Ask your next chain of command
- Financial Management Division staff in Riverdale and/or Minneapolis